

Class Specification  
for the Class:

PUBLIC HEALTH SUPERVISOR I

**Class Distinguishers:**

**Supervisory Responsibility:** This class is responsible for supervising, planning, directing, and coordinating the provision of a variety of public health services to certain target group(s) in an assigned geographical area. The work unit supervised is of considerable size and consists predominantly of professional staff in various public health fields.

**Complexity:** This class participates in the development and implementation of the policies, procedures, and standards that govern the program's compliance with State and federal laws, rules and regulations. It is responsible for the establishment and implementation of the operating policies and procedures pertaining to the work unit's various activities; and the monitoring and evaluation of services provided by the work unit to ensure efficiency, effectiveness, adherence to standards, and compliance with laws. A position in this class works under the general direction of the branch chief or section supervisor, and within established program policies and guidelines.

**Knowledge and Abilities Required:** *(The knowledge and abilities required to effectively perform the key duties of the class.)*

*"P" indicates prerequisite knowledge and abilities, which must be brought to the job.  
"A" indicates knowledge and abilities that are required for full performance but may be acquired on the job, within the probationary period.*

<b><u>Knowledge of:</u></b>	
1. Public health laws, rules and regulations.	P
2. Program policies, procedures and guidelines, goals and objectives such as those relating to the administrative, fiscal and operational functions.	A
3. Public health needs of the community.	P
4. Current public health problems.	P
5. Community health organizations and the services they provide.	P
6. Practices in the provision and evaluation of public health services.	P
7. Effective work organization and staff utilization.	P
8. Principles and practices of supervision.	A
9. Report writing.	P

<b>Ability to:</b>	
1. Comprehend, interpret and apply governing laws, rules, regulations, policies, procedures and guidelines.	P
2. Develop and implement goals and objectives, standards, operating policies and procedures.	P
3. Serve as advocate for the target population while balancing the statutory requirements and the resources available.	P
4. Plan, organize, and supervise the provision of public health services.	P
5. Plan, supervise, direct, coordinate, and evaluate the work of others.	P
6. Evaluate program services and operations.	P
7. Establish and maintain effective working relationship with other governmental agencies, professional and lay groups.	P
8. Communicate effectively orally and in writing.	P

**Examples of Duties:** *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This may not preclude the assignment of duties which are not listed. The scope and level of complexity of assigned duties are commensurate with scope and level of complexity of work reflected in each class.)*

1. Plans, coordinates and oversees the provision of a variety of public health services to the target population(s) in an assigned geographic area.
2. Participates in the development and ensures the implementation of goals and objectives, standards, policies and operating procedures.
3. Coordinates program services with other programs, departments, and organizations.
4. Determines budgetary and staffing requirements.
5. Plans and develops resources to meet program needs.
6. Evaluates the work unit's standards, procedures, and services to ensure effectiveness and efficiency; and compliance with applicable laws, rules, regulations, policies and procedures.
7. Examines the appropriateness and quality of program services.
8. Oversees the expenditure of allotted funds.
9. Provides for and coordinates staff training and development programs.



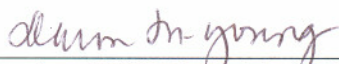
10. Serves as liaison and representative to other public and private agencies.
11. Compiles, analyzes, and evaluates program statistics and reports.
12. Performs supervisory tasks such as approving/disapproving leave requests, establishing job performance standards, evaluating job performance of subordinate staff, addressing performance and/or labor-related matters to include conducting investigations and recommending disciplinary actions.

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This is the first specification for the new class, PUBLIC HEALTH SUPERVISOR I.

Effective Date: March 16, 2005

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for MARIE C. LADERTA  
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